

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Records Manager	<u>Revision Date:</u>	01/07
			<u>EEO Function:</u>	Police Protection
			<u>EEO Category:</u>	Admin Support
			<u>Status:</u>	Exempt (Exec)
			<u>Control No:</u>	30405

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Assistant Chief of Police, manages and supervises the operations and planning of the police records division.

III. Essential Duties

- Manages the operations and planning of the Police Records division.
- Supervises the work of Records Division personnel.
- Establishes policies and procedures for Records Division and assures division compliance for GRAMA (Governmental Records Access Management Act), Privacy and Security Act, Freedom of Information Act, Utah State Archives Retention Laws, the Media, BCI (Bureau of Criminal Identification) rules and regulations, Adult and Juvenile Court arrest records and ensures that highly confidential police records and information are handled and maintained in accordance with established policies and procedures and legal guidelines.
- Plans, organizes, and delegates all Division assignments.
- Analyzes and interprets federal, state, and city rules, laws, and regulations.
- Responsible for scheduling Records Division employee shifts.
- Responsible for approving division payroll.
- Communicates verbally and in writing to administration, the public, City and department personnel and various outside agencies.
- Coordinates computer systems between the Police Department, Valley Emergency Communications Center, BCI, and other inter-department records systems.
- Administers budget for the Records Division.
- Attends staff and administrative meetings.
- Responsible for Records Division bi-annual and annual performance evaluations.
- Participates in the testing and hiring of new records personnel.
- Responsible for recommending and implementing disciplinary action as necessary for the Records Division personnel.

IV. Marginal Duties

- Serves as the Records Officer through the state archives appointed by the Chief of Police.
- Perform other duties as assigned.

V. Qualifications:

Education: Bachelor's degree in information or records management, business management or related field.

Experience: Five years of experience in police records or data management with three years experience as a Assistant Police Records Manager with the Sandy City Police Department. May substitute related experience for education on a year-for-year basis.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: **Knowledge of:** Principles of management, supervision, budgeting and planning; police records processes and procedures; privacy and security, Freedom of Information laws and Government Records Access and Management Act (GRAMA); clerical and general office practices, procedures and equipment; correct English usage, spelling and vocabulary.

Responsibility for: Responsible for confidential police records; responsibility for the care, condition, and use of materials, equipment, money, and tools; planning, organizing, and delegating all Division assignments and responsibilities; computer coordination within the Records Division and other divisions and agencies; BCI State computer coordination; great responsibility for supervising and making decisions which affect others including what to do, when to do it and how; Division costs and costing methods and budgeting.

Communication Skills: Ability to professionally furnish and obtain information from other departments; frequent contacts with major executives on matters requiring explanations and discussions; contacts with other enforcement agencies; regular and frequent outside contact with persons of high rank, requiring tact and judgement to deal with and influence people; requires well developed sense of strategy and timing.

Tool, Machine, Equipment Operation: Frequent use of IBM/Spillman Police Records System; frequent use of personal computer, mainframe, word processing software, fax machine, and copy machine; regular use of a printer, and the phone system.

Analytical Ability: Organize, delegate, and establish meaningful goals; communicate effectively verbally and in writing; prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees and the public.

VI. Working Conditions:

Great mental effort is required daily; a constant amount of seeing is required; great pressure and fatigue are present in this position due to daily exposure to deadlines and other job related pressures; constant attendance is required; minimal stooping and kneeling; organize own work, virtual self-supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.